



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

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Course Code

(PMG506)

Advanced Project Management

Instructions:

- ☐ يغلق الواجب يوم الإثنين ١ مارس في تمام الساعة ٩ مساءً.
- ☐ الواجب سؤال واحد مقالي من ٤ درجات.
- ☐ الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية تكون باللغة الإنجليزية.
- ☐ يرجى ضرورة التحويل إلى صيغة pdf بعد الانتهاء من الواجب ورفعته على المودل.

Instructor's Name:

Eng. Amaal Aburumman

Assignment (1)

You are employed as a supervisor at the local mail distribution center. The center wishes to develop a new staff recruitment and selection process, to be implemented within the next three months. You have been assigned the responsibility of project manager.

Your Task

Explain (130 to 150 words) how you as the project manager should plan, manage, and control communication, with the team members to achieve deliverables. Give reasons.

Best of luck..

الواجب الاول

تم توظيفك كموظف كمشرف في مركز توزيع البريد. يرغب المركز في تطوير عملية تعيين واختيار موظفين جدد ، ليتم تنفيذها في غضون الأشهر الثلاثة المقبلة. وقد تم تكليفك بمسؤولية **مدير المشروع**.

مهمتك هي:

- اشرح (من 130 إلى 150 كلمة) كيف يجب عليك كمدير للمشروع أن تخطط وتدير وتتحكم في التواصل مع أعضاء الفريق لتحقيق الإنجازات. اعط اسبابا.

....مع تمنياتي بالتوفيق

Introduction:

In the beginning I should now what is the meaning of Project Communication Management.

Project Communications Management:

Includes the processes that are required to ensure timely and appropriate, planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information.

The communication management is very important because the project managers spend most of their time communicating with team members and other project stakeholders, 81% of a manager's time in a typical workday is spent communicating.

As a project Manager I should start to develop project communication plan, that mean I will start to initiate the:

a. Plan Communications Management:

The process of developing an appropriate approach and plan for project communications based on stakeholder's information needs and requirements, and available organizational assets

b. Manage Communications:

The process of creating, collecting, distributing, storing, retrieving and the ultimate disposition of project information in accordance with the communications management plan.

c. Control Communications:

The process of monitoring and controlling communications throughout the entire project life cycle to ensure the information needs of the project stakeholders are met.

Project Communications Management Processes:

1. Communications planning: determining the information and communications needs of the stakeholders.
 - Every project should include some type of communications management plan, a document that guides project communications.
 - Creating a stakeholder analysis for project communications also aids in communications planning.

Communications Management Plan Contents:

- A description of a collection and filing structure for gathering and storing various types of information.

- A distribution structure describing what information goes to whom, when, and how.
 - A format for communicating key project information.
 - A project schedule for producing the information.
 - Access methods for obtaining the information.
 - A method for updating the communications management plans as the project progresses and develops.
 - A stakeholder communications analysis.
2. Information distribution: making needed information available in a timely manner.
- Getting the right information to the right people at the right time and in a useful format is just as important as developing the information in the first place.
 - **Important considerations include:**
 - using technology to enhance information distribution.
 - formal and informal methods for distributing information.
3. Performance reporting: collecting and disseminating performance information.
- Progress reports describe what the project team has accomplished during a certain period of time.
 - Project forecasting predicts future project status and progress based on past information and trends.
 - Status review meetings often include performance reporting.
4. Administrative closure: generating, gathering, and disseminating information to formalize phase or project completion.
- A project or phase of a project requires closure.
 - Administrative closure produces.
 - project archives.
 - formal acceptance.
 - lessons learned.

Suggestions for Improving Project Communications:

- Manage conflicts effectively.
- Develop better communication skills.
- Run effective meetings.
- Use templates for project communications.

Team Development Stages:

1. Forming : members become acquainted.

2. Storming : conflict begins.
3. Norming : members reach agreement.
4. Performing : members work together.
5. Adjourning : group disbands.

Reasons Teams Fail:

1. Poorly developed or unclear goals.
2. Multiple interpretations, lack of willingness to work together, increased number of conflicts.
3. Poorly defined project team roles & interdependencies.
4. Lack of project team motivation.
5. Unnecessary, low priority.
6. Poor communication.
7. Poor leadership.
8. Turnover among project team members.
9. Dysfunctional behavior.